

## MILWAUKEE COUNTY PUBLICATION CHECKLIST

**Note:** Publication is a last resort and can ONLY be used if personal service did not work. If you did not have the Sheriff or a private process server try to serve the other party, then **STOP**, and try to have the other party personally served. If you have an Affidavit of Due Diligence/Not Found/Attempted Service, then proceed.

**Fees:** There are fees for publication (varies by newspaper) and for mailing certified mail. The fee waiver does NOT apply to these fees.

1. Fill out the Publication Summons. **Make at least 2 copies.** Have it stamped (authenticated) in **Room 104**. There is no charge.
2. Take the Publication Summons to the newspaper located where your spouse currently lives or where his/her last known address is located. In Milwaukee County, you can publish in:

The Daily Reporter  
225 E. Michigan St.  
#540

Milwaukee, WI 53202  
(414) 276-0273

Community Journal  
3612 N. Dr. MLK Dr.

Milwaukee, WI 53212  
(414) 265-5300

Or any other newspaper that meets statutory requirements.

If your spouse does not live in, or his/her last known address was not located in, Milwaukee County, you may **NOT** publish in any other Milwaukee newspaper. One way to find an appropriate newspaper for another county (or state) is to call the courthouse located where spouse lives/lived and ask the name of the official or regularly used newspaper for publication.

The newspaper must run the Publication Summons once a week for 3 consecutive weeks. It is considered served on the first day of publication. After the 3 weeks have passed, the newspaper will send you proof of publication in the mail.

3. Also mail a copy of the Publication Summons and a copy of the documents you **ORIGINALLY** tried to have served to your spouse at his/her last known address. **Send it certified mail and keep your receipt.**
4. You will file, with your final set of divorce documents, the following:
  - Affidavit of Due Diligence/Not Found/Attempted Service provided by the Sheriff's Department or private process server.
  - Certified Mail Receipt
  - Proof of Service by Publication from the newspaper.